

FALL TRAINING CONFERENCE 2021

Workshops Application

Please read the following information carefully.

Dear Workshops/Panel Applicant,

Thank you for your interest in hosting a panel or workshop for this year's Fall Training Conference! Workshops and panels are an integral part of this organization to educate and help our members grow as leaders. Without potential workshop and panel hosts like you, we would not have the opportunity to educate our members regarding Circle K, professional development, and much more. We would like to express our gratitude and appreciation for sharing your time and dedication for taking this opportunity.

Please complete the following application as thoroughly and honestly as possible. There is no word count, so you are welcome to extend your answers as you see fit. There are three opportunities to be involved in workshops for FTC this year: *traditional workshop host, panel host, or panel guest*. You are welcome to apply for **up to 3 maximum** workshops or panels. For example, you can apply for 3 workshops, 3 panels, or a combination of both that meets the 3 limit cap. All applicants must complete the basic information and availability sections on the next page. Then, applicants must complete either the Traditional Workshop Host, Panel Host, or Panel Guest application. You are only required to complete the section that you are applying for. If you are applying for more than one type (i.e. workshop host and panel guest), then you must fill out all applicable sections.

- All applications are due by **Sunday, October 3, 2021 at 10:00 PM PDT / 7:00 PM HST**
- E-mail your application to the Workshops Co-Chairs and FTC Chair (E-mails below)
- Please title the E-mail subject and application document as the following:
"FirstNameLastName_FTCWorkshops2021"

This will ensure the success of the workshop for all hosts (returning and new). If you have any questions, please do not hesitate to contact one of the workshop chairs.

Sincerely,

Alfred Aung & Vanessa Vidas, Workshop Co-Chairs

ftc.workshops@gmail.com



WORKSHOPS PROCESS AND TIMELINE	WORKSHOPS/PANEL HOST EXPECTATIONS
1. <i>Applications Due:</i> Sunday, October 03, 2021 at 10:00 PM PDT / 7:00 PM HST 2. <i>Applicant Interviews:</i> Monday, October 04, 2021 - Sunday, October 10, 2021 3. <i>Announcement of Workshop Hosts:</i> Wednesday, October 13, 2021 4. <i>Description of Workshop / First Draft of Literature/Presentation Due:</i> Monday, October 25, 2021 at 11:59pm PDT / 8:59pm HST 5. <i>Final Literature/Presentation:</i> Monday, November 1, 2021 at 11:59pm PDT / 8:59pm HST 6. <i>Fall Training Conference:</i> November 5 - 7, 2021	1. Be Dues-Paid for the 2021-2022 Academic Term 2. Stay on top of deadlines and turn in completed assignments promptly. 3. Openly communicate and respond to workshop chairs. 4. Ask questions and attend work nights or office hours if you need help! 5. Implement workshop chairs' feedback and make any necessary changes. 6. Attend FTC 2021!



BASIC INFORMATION

Name:	Division:
School:	Year in School:
Phone Number:	Email Address:
Past Club Position(s) (if applicable):	Current Club Position(s) (if applicable):
Applying For (Please place an "x" in the box of all that apply):	
Workshop Host	Panel Host
	Panel Guest

AVAILABILITY

Please **highlight ALL** the times that you will be available for an interview. We will be conducting most interviews via Google Hangouts. Each interview will last 15-30 minutes.

PDT Time zone = HST Time zone =

Monday 10/04	Tuesday 10/05	Wednesday 10/06	Thursday 10/07	Friday 10/08	Saturday 10/09	Sunday 10/10
9:00am	9:00am	9:00am	9:00am	9:00am	9:00am	9:00am
9:30am	9:30am	9:30am	9:30am	9:30am	9:30am	9:30am
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11:00pm	11:00pm	11:00pm	11:00pm	11:00pm	11:00pm	11:00pm



TRADITIONAL WORKSHOP HOST APPLICATION

LIST OF WORKSHOPS

Please rank your interest in the following workshops from 1 to 3 with 1 being the highest interest and 3 being the lowest.

- Traditional workshops are typically hosted by 1-2 individuals and include PowerPoint or other visual presentations, interactive activities, and literature handouts.
- If you have your own workshop in mind, please indicate it by selecting "Other" in the designated category and include the workshop title/topic in the space provided.
- If you have any confusion about workshops, please see the "Workshops Descriptions Index" that can be found towards the end of this document.

Circle K/Educational Workshops

¹ Leadership Opportunities in CKI		⁶ Put the FUN in Fundraising	
² Successful Event Planning		⁷ Spirit & Cheers	
³ How to Plan a Successful Retreat/Online		⁸ CKI Grants and Scholarships	
⁴ Circle K at the International Level			
⁵ Member Recognition and Retention		Other: Click here to enter text.	

Professional/Career-Related Workshops

⁹ Job Hunting		¹⁴ Tech & Computer Software	
¹⁰ Photography/Videography		¹⁵ Navigating Post-Grad	
¹¹ Public Speaking		¹⁶ Networking	
¹² Microaggressions		¹⁷ Interview Prep	
¹³ Planning Your Financial Future		Other: Click here to enter text.	

Entertainment/Lifestyle Workshops

¹⁸ Icebreakers		²³ Handling Burnout	
¹⁹ Zumba		²⁴ Self-Care	
²⁰ Yoga/Meditation		²⁵ Personality/Astrology/Horoscope	
²¹ Living a Healthy Lifestyle			
²² K-Pop Dance		Other: Click here to enter text.	



WORKSHOP HOST QUESTIONS

Please answer the following questions for **each workshop** you are applying for. Feel free to be as elaborate as you would like.

- If you marked "Other", make sure to answer every question (#1-6).
- If you did **not** mark "Other", answer every question except for #4.

1) As a workshop host, you are responsible for obtaining and sharing information about your topic. Please discuss any relevant experiences, skills, or traits that have prepared you both in your workshop topic and in being a workshop host. (List the number of workshops you have hosted (club level, divisional events, district event, etc.) and the topics you covered)

2) Many members attending your workshop may have attended similar workshops in the past, while for others it may be their first time learning about the topic. What ideas do you have for your respective workshop choices to make it meaningful for new and returning members? If your workshop has been done before, what would you do to change it to appeal to members that have been to the workshop before?

3) Our goal for workshops this year is to increase audience participation, engage with the workshop host, and participate in discussions with one another. What ideas do you have for your workshop to increase activity and engagement amongst the audience?

4) If you marked "Other" when picking a workshop, please describe the content of your workshop and discuss why it would be relevant/useful for Circle K members attending FTC.

5) Please include the outline(s) of the presentation(s) for each of the workshops you have selected in the space below.

6) Please indicate whether you would be open to working with another member to host this workshop. If you already have a partner in mind, please write their name, school, and division here. **Disclaimer: Both hosts must turn in an application.**

----- This concludes the Traditional Workshop Host application. -----



PANEL HOST APPLICATION

LIST OF PANELS

Please rank your interest in hosting the following panels from 1 to 3 with 1 being the highest interest and 3 being the lowest.

- A panel involves a short introduction of the topic (often a PowerPoint) and a long Q&A session/discussion between panel guests and attendees.
- If you have any confusion about the panel, please see the "Panels Descriptions Index" that can be found towards the end of this document.
- If you have your own panel idea in mind, please indicate it by selecting "Other" in the designated category and include the workshop title/topic in the space provided.
- *If you are interested in only being a PANEL GUEST, please skip this section and complete the "Panel Guest Application".*

¹ Black Lives Matter Panel		⁴ Transfer Student Panel	
² LGBTQ+ Rights Panel			
³ Kiwanis Family Panel		Other: Click here to enter text.	

Please complete the Panel Host Questions on the following page.



PANEL HOST QUESTIONS

Please answer the following questions for each of the panels you are applying to host.

- If you marked "Other", please be sure to answer all questions (#1-4).
- If you did **not** mark "Other", do not answer #4.

1) As a panel host, you must be both a discussion facilitator and a contributor to the panel. At times you might need to ask meaningful and relevant questions in order to direct the conversation during the panel. Please describe any experiences that have prepared you to be both a facilitator and contributor. (List any panels you have hosted/topics discussed)
2) As a panel host, you must have a list of preliminary questions prepared in case there is low participation from the audience. Provide a list of 10 relevant and insightful questions you would ask during each panel you are applying for.
3) How would you encourage audience participation and engagement during the panel?
4) If you marked "Other" when picking a panel, please describe your panel and discuss why it would be relevant/useful for Circle K members attending FTC. Do you have any members in mind who could act as guests for your panel? If yes, please include their names here. (Indicate below if you would like assistance in finding panel guests)

-----This concludes the Panel Host Application.-----



PANEL GUEST APPLICATION

LIST OF PANELS

Please rank your interest in hosting the following panels from 1 to 3 with 1 being the highest interest and 3 being the lowest.

- A panel involves a short introduction of the topic (often a PowerPoint) and a long Q&A session/discussion between panel guests and attendees.
- If you have any confusion about panels, please see the "Panels Descriptions Index" that can be found towards the end of this document.

¹ Black Lives Matter Panel		⁴ Transfer Student Panel	
² LGBTQ+ Rights Panel			
³ Kiwanis Family Panel		Other: Click here to enter text.	

PANEL GUEST QUESTIONS

Please answer the following questions for each of the panels you are applying to host.

1) As a panel guest, you must contribute by sharing valuable information/experiences with attendees. Please describe any experiences that have prepared you in the topic and to be qualified to be a panel guest.
2) Because the panel will include several Q&A, please list 5 insightful questions that could be asked at the panel(s) you are applying for and please answer each question.
3) How would you work with your fellow panel guests and your panel host to make your panel as effective as possible?

-----This concludes the Panel Guest Application.-----



WORKSHOP DESCRIPTIONS INDEX

WORKSHOP GUIDELINES

In an attempt to host more interactive and more engaging workshops at FTC, we hope that you will consider the descriptions written below.

- As a workshop host, you are free to design the workshop however you would like! The descriptions are intended to be guidelines, not hard expectations.
- Keep in mind that your workshop should be appropriate for your expected audience.

Circle K/Educational

1. Leadership Opportunities in Circle K

There are countless ways in which members can become leaders and take advantage of the various leadership opportunities CKI has to offer. Besides the obvious running or applying for board positions, there are other ways in which you can elevate your Circle K experience. From chairing events, hosting workshops, to being on committees, and so much more, there are different opportunities at all levels of CKI, whether it be club, divisional, district, or even international level in which you can participate and grow.

2. Successful Event Planning

CKI is made up of various events and whether they fall into the fellowship, leadership, or service category, a great event that is planned and hosted well can make the biggest difference in a member's experience as well as contribute to the success of the event. Learn all the ins and outs of how to plan amazing events from start to finish for all occasions and tenets.

3. How to Plan a Successful Retreat

Club bonding is crucial in creating lasting friendships as well as recruiting new members. Retreats are proven effective by many clubs in CNH, but it takes a lot of hard work and planning to get it just right. Get away with your fellow members, either for a winter retreat in the woods or a summer retreat on the beach, either way, you'll be making endless memories and spending quality time getting to know your members.

4. Circle K at the International Level

Circle K doesn't just end with our district, it is an entire international organization that you can be a part of! Learn how to get internationally involved and have a global impact on clubs around the world. From serving on an international committee or learning about how Circle K functions as an international organization, there's so much to learn!

5. Member Recognition and Retention

This workshop is your one-stop-shop to learn what MRP is, how to obtain MRP status, and what it all means! Understand the importance of recognizing members for their accomplishments, birthdays, and even achievements outside of Circle K and see how meaningful it can be to reward hard work and show appreciation for our members.

6. Put the FUN in Fundraising



Fundraising is a crucial aspect for any club to stay afloat throughout the term. Learn more ideas on the how-to basics of planning successful and fun fundraisers. Also, learn about the District Fundraising Initiatives and how important it is to raise funds and awareness for these preferred charities.

7. Spirits & Cheers

Love hyping people up and bringing your club closer with cheers? The S in Sunny CNH stands for spirit! Having spirit and chanting cheers brings a wave of energy throughout Circle K. Come to this workshop to learn how to bring the hype to your club!

8. CKI Grants and Scholarships

Did you know that Circle K International also wants to give back to its dedicated members with money? Woah! Come to this workshop and learn about the different grants and scholarship opportunities!

Professional/Career-Related

9. Job Hunting

Don't know where to start finding a job? Or tired of being unemployed? Come to this workshop and learn how to sell your best self through job websites like LinkedIn!

10. Photography/Videography

Have you ever wanted to learn how to capture that picture-perfect shot? Or learn how to create the perfect videos for club promotions? Well this is the place for you! Learn the basics of using professional cameras, how to adjust settings, which lighting works for different backgrounds, and how to frame pictures to get the right angles. On the flip side, learn how to set the mood for certain scenes, when to film for candid moments, how to add the perfect music to each scenario, and more. Gain tips on how to pose for pictures, where to place that awkward hand, and how to manipulate a simple phone to take pictures that are high quality enough to pass for professional photography!

11. Public Speaking

Have you ever spoken in front of a large crowd or nailed an interview because of your impeccable speaking? Well this workshop is here to provide members a place to learn how to hone their inner rap god and speak cleanly and clearly. Give members tips and advice on how to speak in front of an audience or over a zoom call.

12. Microaggressions

Microaggressions are statements or actions that are discriminatory towards marginalized groups. These are invalidating towards populations and can be demeaning. Come learn about the ins and outs of microaggressions and about how to communicate not only effectively but also inclusively.

13. Planning Your Financial Future

Do you know what your credit score is, or do you have no idea what these random numbers mean? No worries! Come to this workshop to help plan for your financial future and get a head start on knowing how to build your credit!

14. Tech & Computer Software



We're living through the age of information and technology, and computer software is at the core of everything we do. Computer skills are at huge demand in today's job market, and basic programming knowledge is valuable in numerous industries. Come learn about technology as it's used within our organization and beyond and find out how you can jumpstart your own projects and learn technical skills!

15. Navigating Post-Grad

Applying to grad school? Searching for a job? Taking a gap year? Preparing for the "real world" can seem intimidating, but with this workshop you can learn more about what to expect after college and the necessary steps one must take to transition from being a college student to a full-fledged adult.

16. Networking

Acing your classes and doing extracurriculars in college is just not enough to be an outstanding student. College is where you will meet peers that you will forever be thankful for. This workshop is designed specifically for you to step up in making connections in all aspects. You will be learning how you can get to know an acquaintance that you meet at FTC or any other place where you may be.

17. Interview Prep

As a college student, you are expected to countlessly attend interviews, whether for your campus extracurricular activities/internship or part-time jobs! This workshop is hereby to sharpen your interview etiquettes with incredible tips and tricks from our members, who are also willing to share their personal experiences along with the ideas they have gathered throughout their journey with interviews! Buckle up for this exciting, fun, and rewarding workshop that will help you ace your interviews in the future!

Entertainment/Lifestyle Workshops

18. Icebreakers

Have a good game that brings you joy or a game you play to break the ice with new people? And can you make that game in an online setting? With everyone indoors this year, people are in search of new ways to connect with people in an online setting. Make some memories by showing off your spirited nature and provide members with icebreakers they can take with them to their home clubs.

19. Zumba

Grab your tennis shoes because we are about to do some ZUMBA! Whether it's your first time or you've done it before, let's all boogie together and dance it out! This is surely an event you do not want to miss out on, so get your groove on!

20. Yoga/Meditation

You may not notice how much of an effect doing Yoga can have on your day-to-day life. As a college student, having a peaceful state of mind is as important as having good health, before starting a day filled with assignments and work! This workshop is here to help you shape a life where your mental health and physical health can get better just by dedicating a certain amount of time to your day. You will be learning the importance of meditating and all the benefits of it in this workshop that you can even take the knowledge with you further in life!



21. Living A Healthy Lifestyle

Everyone wants to be healthy but sometimes we don't know where to start or what we're doing wrong. Come to learn how to make healthy habits a part of their daily routine. From daily exercise to nourishing your body, this workshop covers all the basics of a healthy, happy lifestyle to improve the way you live your life

22. K-Pop Dance

Do you got moves smooth like butter? Regardless of which group or idol you stan, we can all agree that KPOP has some of the best music videos with the best choreos that we all wish we could learn and perform! Look no further and step into this KPOP workshop to learn a choreo to one of your favorite songs so you can be one step closer to looking like an idol.

23. Handling Burnout

Stressing is something that none of us can avoid, however, burnouts that you can encounter from both school, clubs, and work is something that can be prevented by taking breaks and necessary precautions. In this workshop, you will be able to find what you could have done and what you should do when you are close to getting burnt out from several aspects or if you are currently burnt out from a particular area.

24. Self-Care

As you may have already known how important it is to take care of your mental health and physical health in this society. This workshop is implemented for our members to find ways that they can use to take care of themselves in several ways. In this workshop, you will meet people who are in the same boat as you in so many aspects of life. You will walk out knowing that you are not alone and there are tons of resources for you if you ever need anything for the rest of your college journey or even further than that.

25. Personalities/Astrology/Horoscope

Myers Briggs fanatic? Enneagram connoisseur? Astrology enthusiast? Bring on an interactive presentation that teaches Circle K members a little more about themselves! (Note: Not all personality quizzes mentioned prior must be used. Can be a solely Myers Briggs workshop or Astrology Workshop.)

Your Choice

If none of the above workshops appeal to you, don't worry! Feel free to come up with your own ideas, ranging from Circle K, Entertainment/Lifestyle, or Professional topics and create your personalized workshop. We are open-minded and would love to hear your ideas.



PANELS DESCRIPTIONS INDEX

PANEL GUIDELINES

In an attempt to host more interactive and more engaging panels at FTC, we hope that you will consider the descriptions written below.

- As panel a host, you will be working with panel guests to format the panel session! The descriptions are intended to be guidelines, not hard expectations.
- Keep in mind that your workshop should be appropriate for your expected audience.

PANELS

1. Black Lives Matter Panel

From a hashtag to a global phenomenon, the Black Lives Matter is a decentralized movement advocating for non-violent civil disobedience in protest against incidents of police brutality and all racially motivated violence against Black people. Share your knowledge and educate others on the Black Lives Matter movement.

2. LGBTQIA+ Rights Panel

LGBTQIA+ is a common abbreviation for Lesbian, Gay, Bisexual, Pansexual, Transgender, Genderqueer, Queer, Intersexed, Agender, Asexual, and Ally community. Share your knowledge and educate others on LGBTQIA+ lives.

3. Kiwanis Family Panel

K-Kids, Builders Club, Aktion Club, Key Club, KIWIN'S, Circle K, Kiwanis, and etc. What do all these organizations have in common? They are all branches of Kiwanis International! Come on down as you answer the many questions of anything Kiwanis Family related and learn how you can connect with these organizations as well as strengthen club relations with your Kiwanis!



FINAL NOTES

Quick Reminders:

- Applications must be sent to the following emails by **Sunday, October 3rd, 2021 at 10:00 PM PDT / 7:00 PM HST**
 - ftc.workshops@gmail.com
 - ftc@cnhcirclek.org
- Please title the e-mail subject and application document as the following: "FirstNameLastName_FTCWorkshops2021"

We are thrilled, grateful, and extremely delighted to have you apply for workshops this year! Fall Training Conference would not be possible without the help of those who volunteer their time to facilitate these workshops and panels. Once again, thank you for your time and we can't wait to work with you!

If you have any questions or comments about workshops or the application process, please do not hesitate to contact us.

Best of Luck!

Alfred Aung & Vanessa Vidas, Workshops Co-Chairs
ftc.workshops@gmail.com

Jason Liu, FTC Chair
ftc@cnhcirclek.org

